



WEST VALLEY CITY  
Unity · Pride · Progress

COMMUNITY & ECONOMIC DEVELOPMENT  
DEPARTMENT

MAJOR SUBDIVISION APPLICATION  
PRELIMINARY PLAT  
for property located at

**FEE: \$200.00 + \$100.00/lot for preliminary plat**  
**Impact fees to be paid upon issuance of building permit**

Date \_\_\_\_\_ Application # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Number of Lots \_\_\_\_\_

\* Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Developer/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Sidwell No. \_\_\_\_\_

TOTAL AREA - Acres or Square Feet: \_\_\_\_\_ ZONING: \_\_\_\_\_

1. Right-of-way of existing access road(s) \_\_\_\_\_

2. Required lot area is \_\_\_\_\_. Required width is \_\_\_\_\_.

3. Area of smallest lot is \_\_\_\_\_. Width of smallest lot is \_\_\_\_\_.

4. Improvement District that will serve this subdivision is \_\_\_\_\_.

5. Are all ditches on or adjacent to the subdivision noted on the preliminary plat?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are there any water shares which were previously used on the property?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

7. If yes, identify the owner(s) of the water shares on the attached sheet.

8. Is this one phase of a larger project? \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Will the subdivision result in the creation of any parcels which would not conform with the applicable zoning ordinance or would act as a protection strip?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\* Current property owner must sign application on reverse. 06/04/2003

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the West Valley City Planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**WATER SHARE DISCLOSURE**

Name of water share owner(s) \_\_\_\_\_.

Address of water share owner(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number of water share owner(s) \_\_\_\_\_.

Number of shares on the property \_\_\_\_\_.

Irrigation or canal company \_\_\_\_\_.

**WEST VALLEY CITY  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING AND ZONING DIVISION**

**Major Subdivision  
Preliminary Plat Information Sheet**

**PRELIMINARY PLAT APPLICATION REQUIREMENTS** - In the application packet you will find checklists from the Community Development Department and the Engineering Division which will assist you and your surveyor in preparing the plat. To minimize delays and keep your application on schedule, it is critical that these checklists be followed. You should also coordinate your subdivision design with the staff planner responsible for subdivisions, since issues and requirements may arise which are not anticipated by the checklists. ***Incomplete applications, or applications that do not meet City standards as outlined in the checklists will not be accepted.*** If you or your surveyor have any questions about what needs to be on the plat, please call 963-3282 and ask for a planner.

**APPLICATION PROCESSING** - You must submit your application **at least four weeks in advance of the hearing date.** Any changes or revisions that need to be made on the plat will be identified within five working days after submittal of the plat. If changes are required, a redlined copy of the plat will be returned to the applicant. These changes will need to be made and the plat returned to the Community Development Department by Monday of the week preceding the hearing date. The plat will then be reviewed in the Technical Committee meeting on Tuesday of the week preceding the hearing. \_\_\_\_\_ copies of the preliminary plat are required for submittal to various City departments, public agencies, utilities, and service districts for review and comments. The planning staff will route these plans for comment. The applicant must hand carry four of these copies with comment sheets to Granger/Hunter Improvement District at 2888 South 3600 West. Granger/Hunter Improvement District is the entity responsible to provide water and sewer for the majority of West Valley City. Other improvement districts will be indicated by staff when necessary. **An application fee will also be required by the improvement district.** These plans will be routed to the Fire Department and then back to the Planning and Zoning Division so prompt delivery is needed to assure adequate time for these agencies to comment. All comments will be compiled and submitted to the Planning Commission to aid in their decision. A copy of the staff analysis including the comments from these agencies should be available on the Tuesday before the public hearing. The planning staff will be in contact with you throughout the process to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to the hearing.

**PUBLIC HEARING** - The Planning Commission meets the second and fourth Wednesday of the month, except for November and December when they meet only the second Wednesday of the month. A study session/field trip, open to the public, is held on Wednesday at 3:00 p.m. the week prior to the hearing. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Center, 3600 Constitution Boulevard. You or your representative should be present at the hearing at 4:00 p.m. to explain your case and answer questions.

**FILING DEADLINE** \_\_\_\_\_  
**NEXT PLANNING COMMISSION HEARING** \_\_\_\_\_

Typically, the Planning Commission will make a decision on your request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

Preliminary plat approval expires 12 months from the date the Planning Commission approval is given. Within that time the applicant must apply for final plat approval or the preliminary approval will expire. This time period may be extended for up to 12 months if the applicant petitions the Planning Commission for an extension prior to the expiration date.

**APPEALING A DECISION OF THE PLANNING COMMISSION** - Any person wishing to appeal a decision of the Planning Commission regarding a preliminary plat decision must file the appeal with the City Council by filing a written notice of appeal stating the specific reasons for the appeal with the City Recorder within 10 days after the Planning Commission action.

**WEST VALLEY CITY**  
**ENGINEERING & PLANNING DIVISIONS**  
**PRELIMINARY PLAT REQUIREMENT CHECKLIST**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> A vicinity sketch at a scale of 1000 feet or more to the inch. The vicinity sketch shall show the street and tract lines and names and numbers of all existing subdivisions, and the outline of parcels of land adjacent to the proposed subdivision.</li><li><input type="checkbox"/> The date, North point, written and graphic scales (North to top or right of sheet).</li><li><input type="checkbox"/> A legal description to define the location and boundaries of the proposed subdivision.</li><li><input type="checkbox"/> The location, names and existing widths of adjacent streets.</li><li><input type="checkbox"/> The contours, at one-foot intervals, for predominant ground slopes within the subdivision between level and five percent, and two-foot contours for predominant ground slopes within the subdivision over five percent. Such contours shall be based on Salt Lake County datum. The closest City or County survey monument shall be used and its elevation called out on the map. Survey monument information shall be obtained from the Salt Lake County Surveyor.</li><li><input type="checkbox"/> A grading and drainage plan showing the proposed grading of the subdivision. Contours should be consistent with Section 7-19-103(2)(j).</li><li><input type="checkbox"/> Preliminary indication of needed storm drainage facilities with location, size and outlets of the drainage system.</li><li><input type="checkbox"/> The boundaries of areas subject to flooding or storm water overflow, as determined by the Public Works Department, and the location, width and direction of flow of all watercourses, including all existing and proposed irrigation and natural runoff channels and courses.</li><li><input type="checkbox"/> The locations, proposed names, widths and a typical cross section of curbs, gutters, sidewalks and other improvements of the proposed street and access easements.</li><li><input type="checkbox"/> Preliminary location and size of sanitary sewers, water mains and any other public or private utility.</li><li><input type="checkbox"/> The dimensions and locations of all existing or proposed dedications, easements and deed restrictions. These shall include easements for drainage, sewerage and public utilities.</li><li><input type="checkbox"/> The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> The name of the subdivision. Such subdivision names shall not duplicate or nearly duplicate the name of any subdivision in the City or in the incorporated and unincorporated area of Salt Lake County.</li><li><input type="checkbox"/> Layout of all lots, including the average and minimum lot size, lot divisions, building setback lines and consecutive numbering.</li><li><input type="checkbox"/> The name and address of the subdivider and his or her agent, if applicable.</li><li><input type="checkbox"/> The name and address of the person, firm or organization preparing the preliminary plat.</li><li><input type="checkbox"/> The names and numbers of adjacent subdivisions and the names of owners of adjacent unplatted land.</li><li><input type="checkbox"/> The location of all isolated trees worthy of preservation with a trunk diameter of four inches or greater, within the boundaries of the subdivision, and the outlines of groves or orchards.</li><li><input type="checkbox"/> The existing use or uses of the property and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines drawn to scale.</li><li><input type="checkbox"/> The location and description of all existing fencing.</li><li><input type="checkbox"/> A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future.</li><li><input type="checkbox"/> Location and dimensions of proposed sites to be dedicated or reserved for open space or recreational use.</li><li><input type="checkbox"/> Any proposed lands to be reserved in private ownership for community use.</li><li><input type="checkbox"/> The boundaries of phases, along with the estimated construction schedule for each phase.</li><li><input type="checkbox"/> The words "Preliminary Plat - Not to be Recorded" shall be shown on the plat.</li></ul> |
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**"I certify that I have addressed the items in the preceding checklist. I understand that incomplete plats will be returned without review and a \$50 recheck fee will be required."**

\_\_\_\_\_  
Authorized Signature

**WEST VALLEY CITY**  
**MAJOR SUBDIVISION**  
**PRELIMINARY PLAT APPLICATION CHECKLIST**

This is a list of required items which must be submitted with your preliminary plat application for a major subdivision. These requirements can be found in Section 7-19 of the West Valley City Subdivision Ordinance. Please check each item off as you obtain or complete it. This will help you to insure that your application is complete when it is submitted. All of the listed items must be provided unless specifically waived by City staff. Please be aware that *incomplete applications will not be accepted by the Community Development Department.*

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- ' MAJOR SUBDIVISION APPLICATION with appropriate affidavits signed by property owners, and a fee in the amount of \$200.00 plus \$100 per lot for preliminary plat.
  - ' \_\_\_\_\_ copies of the plat meeting the requirements of the West Valley City Engineering Division Preliminary Plat Requirement Check List for Major & Minor Subdivisions.
  - ' Sidwell Map showing subject property and all properties within 300 feet, together with a computer printout of property owners within 300 feet of the subject property. Both are available from the County Recorder's office.
  - ' Two (2) copies of the preliminary plat showing the buildable area on each lot. Buildable area shall conform to requirements of Section 7-19-804(6) and to the setback variations required by Section 7-14-105 of the Zoning Ordinance.
  - ' Property address and legal description of the subject property (available at the County Recorder's office)
  - ' Proof of ownership. This can be a tax notice, warranty deed, printout from the County Recorder's office, or any other document that establishes current ownership of the property to be subdivided.
  - ' Water Share Disclosure form. This form is attached to the subdivision application. West Valley City ordinances require a developer of land to identify any water interests that have been previously tied to the land, and if those interests belong to the developer, conveyance of those rights to the City for fair market value in cash, or credits against flood control or park impact fees.
  - ' Utah Pollutant Discharge Elimination System (UPDES) Notice of Intent Form (projects over five acres). This form is attached to the preliminary plat application and is required for all projects over five acres in size. You will need to work with the Utah State Department of Environmental Quality/Division of Water Quality to obtain a UPDES permit for the project.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED BY THE  
COMMUNITY DEVELOPMENT DEPARTMENT!**

12/12/2003